

SUMMARY OF FITNESS REPORT PHASING:

1. A Fitness Report will be completed 9-months after the EOD of an employee.
2. A Fitness Report will be accomplished every 12 months after the initial 9-months report is rendered.
3. If a supervisor is reassigned or separated, Fitness Reports will be completed for all employees under his jurisdiction unless the supervisor is separated for cause; in which case the supervisor next in line of authority will complete Fitness Reports.
4. Fitness Reports will be made out for employees reassigned from one major component to another unless an adequate report has been rendered within the 90 days preceding the reassignment.
5. Par. 4 above applies also to employees reassigned within a major component unless the reassignment involves no change in supervisor or duties.
6. Fitness Reports will be rendered on all employees at time of separation.